Chapter 7: Viewing and Printing BCMA Reports

Viewing and Printing BCMA Reports

Benefits of This Chapter

This chapter describes a variety of reports originating from BCMA that you can now print (and yes, still view on-screen) via the VDL or via Tabs in CPRS. You can also use it to view patient demographic and allergy information.

Enhancements to Report Printing

You now have the option of printing hard copy reports by Patient or by Ward — directly from the VDL — or to continue viewing the reports on-screen as was the case in Version 1.0. When you select a Ward, BCMA lets you choose whether to print a Ward Report by Patient or by Room-Bed. BCMA automatically provides you with a list of printers available for outputting your reports.

Here's a few other printing enhancements included with this new version of BCMA:

_____

TIP:

All reports from BCMA print in a 132-column format.

_____

PRN Effectiveness List

You can now print the PRN Effectiveness List from the Reports menu. In the previous version, you could only print this report using the CHUI version of BCMA.

MAH Date Range Selection

Now you can specify the date range (as defined by CPRS) that you want to view or print the MAH Report. If no parameter is defined, the range defaults to a seven-day range, as in the previous version of BCMA.

Future Orders

Another exciting feature is the ability to view (or print) future active medication orders using the Due List command in the Reports menu. You can determine whether to include active Unit Dose and/or IV medication orders on the Report, plus Future Orders and related Addendums/Changes.

Viewing and Printing BCMA Reports
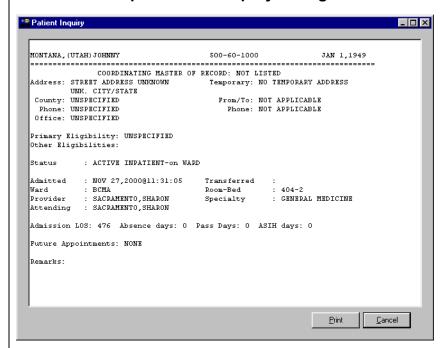
Viewing/Printing Demographics Data

TIP:

Use the Patient Demographics Button in the upper left-hand corner of the VDL, below the Tool Bar, to quickly display patient demographics data.

You can use the Patient Demographics command (or button) to view or print personal, admission, eligibility, and appointment information about the patient whose orders are displayed on the VDL. This information was electronically documented when the patient was admitted to your medical center.

To View/Print a Patient's Demographics Data:

1   Select the Patient Demographics command from the View menu. The Patient Inquiry dialog box displays, with the patient's demographics data.

Keyboard Only Users: Press **ALT+V** to display the View menu, and then press **P** to display the Patient Inquiry dialog box.

Example: Patient Inquiry Dialog Box

```
Patient Inquiry                                                    _ □ X

MONTANA,(UTAH)JOHNNY                    500-60-1000          JAN 1,1949
========================================================================
               COORDINATING MASTER OF RECORD: NOT LISTED
Address: STREET ADDRESS UNKNOWN            Temporary: NO TEMPORARY ADDRESS
         UNK. CITY/STATE
 County: UNSPECIFIED                       From/To: NOT APPLICABLE
  Phone: UNSPECIFIED                         Phone: NOT APPLICABLE
 Office: UNSPECIFIED

Primary Eligibility: UNSPECIFIED
Other Eligibilities:

Status      : ACTIVE INPATIENT-on WARD

Admitted    : NOV 27,2000@11:31:05    Transferred  :
Ward        : BCMA                    Room-Bed     : 404-2
Provider    : SACRAMENTO,SHARON       Specialty    : GENERAL MEDICINE
Attending   : SACRAMENTO,SHARON

Admission LOS: 476  Absence days: 0  Pass Days: 0  ASIH days: 0

Future Appointments: NONE

Remarks:



                                              [ Print ]    [ Cancel ]
```

Viewing and Printing BCMA Reports

Viewing/Printing Demographics Data (cont.)

To View/Print a Patient's Demographics Data: (cont.)

2   Perform one of the following actions:
   - Review the patient's demographics data, and then click **CANCEL** to return to the patient's VDL.
   - Click **PRINT** to display the Printer dialog box. Proceed to step #3.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

3   Select a printer from the drop-down list box that you want to use for outputting a report with the patient's demographics data. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

4   Note the task number for your print job, and then click **OK** to return to the Patient Inquiry dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

5   Retrieve the hard copy report, containing the patient's demographics data, from your printer.

Viewing and Printing BCMA Reports

Viewing/Printing Allergy and ADR Information

TIP:

Use the Allergies Button on the Tool Bar to quickly display an alphabetical listing of all food, drug, and "other" allergy and ADR information documented about the patient.

Clicking on the Allergies command (or button) displays allergy and adverse drug reaction information documented about the patient in the ART package. This includes the causative agent, drug class, signs and symptoms, and whether the allergy/ADR was verified and observed. If the Allergies command/button is grayed out, no allergies or adverse drug reactions were documented about the patient.

Note: BCMA only displays allergy information, not a drug "interaction" check.

To View/Print a Patient's Allergy and ADR Information:

1 Select the Allergies command from View menu. The Patient Allergy List dialog box displays, with the patient's allergy and ADR information.

Keyboard Only Users: Press **ALT+V** to display the View menu, and then press **A** to display the Patient Allergy List dialog box.

Example: Patient Allergy List Dialog Box


```
Patient Allergy List                                    _ □ ×

    Causitive agent      : STRAWBERRIES

    Signs/symptoms       : HIVES

    Verified             : Yes
    Observed/Historical  : Historical
    *******************************************


                                          Print      Cancel
```

Viewing and Printing BCMA Reports

Viewing/Printing Allergy and ADR Information (cont.)

To View/Print a Patient's Allergy and ADR Information: (cont.)

2   Perform one of the following actions:

- Review the patient's allergy and ADR information, and then click **CANCEL** to return to the patient's VDL.

- Click **PRINT** to display the Printer dialog box. Proceed to step #3.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

3   Select a printer from the drop-down list box that you want to use for outputting a report with the patient's allergy and ADR information. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

4   Note the task number for your print job, and then click **OK** to return to the Patient Allergy List dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

5   Retrieve the hard copy report, containing the patient's allergy and ADR information, from your printer.

Viewing and Printing BCMA Reports

Viewing/Printing an Order from Inpatient Medications

BCMA now provides several ways for you to view (and now print) Unit Dose and IV medication orders from Inpatient Medications V. 5.0. They include the following: 1) highlight a medication on the VDL, and then press **F4**; 2) double-click on an order displayed on the VDL; 3) use the Display Order command in the Due List menu; or 4) use the Display Order command in the Right Click drop-down menu.

To View/Print an Order from Inpatient Medications:

1 Highlight a medication order on the patient's VDL.
2 Select the Display Order command from the Due List menu. The Display Order dialog box displays, with the details of the medication order.

Keyboard Only Users: Press **F4** to display the Display Order dialog box.

TIP:

Double-click on a medication order, displayed on the VDL, to view the details of the order from Inpatient Medications.

Example: Display Order Dialog Box
for Unit Dose Medication Order

```
Display Order                                                    _ □ ×

Orderable Item: NITROGLYCERIN PATCH
Dosage Ordered: 10MG/24 HOURS              Start:    03/14/2002  06:04
Med Route:      TOP                        Stop:     06/22/2002  24:00
Schedule Type:  CONTINUOUS                 Self Med: NO
Schedule: QD
Admin Times:    0900
Provider: PROVIDER,PAULA
Spec Inst:      !Apply patch at 9am and remove patch at 9pm daily.

Dispense Drugs
Drug Name                              Units     Inactive Date
--------------------------------------------------------------------
NITROGLYCERIN PATCHES 10MG/24HR          1
--------------------------------------------------------------------
Pharmacy Activity Log:
        Date:  Mar 14, 2002@06:11:58User:  ALBANY,ALBERT
     Activity:  VERIFIED BY PHARMACIST

        Date:  Mar 14, 2002@06:11:58User:  ALBANY,ALBERT
     Activity:  VERIFIED
        Field:  Requested Start Date
     Old Data:  03/14/02  09:00

        Date:  Mar 14, 2002@06:11:58User:  ALBANY,ALBERT
     Activity:  VERIFIED
        Field:  Requested Stop Date
     Old Data:  ********

        Date:  Mar 14, 2002@06:10:13User:  ALBANY,ALBERT
     Activity:  FINISHED BY PHARMACIST


                                              Print      Cancel
```

Viewing and Printing BCMA Reports

Viewing/Printing an Order from Inpatient Medications (cont.)

This section provides examples of an IV Piggyback and IV medication order as they were entered using Inpatient Medications V. 5.0.

Example: Display Order Dialog Box for IV Piggyback Medication Order

Example: Display Order Dialog Box for IV Medication Order

Viewing and Printing BCMA Reports

Viewing/Printing an Order from Inpatient Medications (cont.)	**To View/Print an Order from Inpatient Medications: (cont.)**

3 Perform one of the following actions:
- Review the patient's medication order, and then click **CANCEL** to return to the patient's VDL.
- Click **PRINT** to display the Printer dialog box. Proceed to step #4.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

4 Select a printer from the drop-down list box that you want to use for outputting a report, with the patient's medication order. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

5 Note the task number for your print job, and then click **OK** to return to the Display Order dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

6 Retrieve the hard copy report, containing the patient's medication order information, from your printer.

Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report

BCMA now lets you print (and yes, still view) a Due List Report directly from the VDL. This report provides detailed information about active *and* future Unit Dose and IV medication orders that are "due" for administering to a patient — during a timeframe that you specify — within a 24-hour period.

The Due List Report includes patient demographic data, allergy and ADR information, plus detailed information about an order, such as whether (or *not*) the medication is a self-med; the medication type, schedule, dose, and route; Special Instructions; administration times; Last Given date and time; Start/Stop date and time; and the individual(s) who verified the order.

To View/Print a Due List Report:

1 Select the Due List command from the Reports menu. The Patient Due List dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **D** to display the Patient Due List dialog box.

Example: Patient Due List Dialog Box

Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report (cont.)

TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.

TIP:

The bottom of the Due List Report includes blank lines for making any "Changes/ Addendums" to the patient's orders. Future orders display on a separate page.

To View/Print a Due List Report: (cont.)

2 Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times of the Due List Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

3 In the Schedule Types, Order Types, and Include areas, click inside a check box to include your selection on the Due List Report.

Keyboard Only Users: Press **SPACEBAR** to select (check) a check box.

4 In the Print by area, click inside a Radio button to print the Due List Report by Patient or by Ward.

Note: If you choose to print the Due List Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

5 Click **OK** to display the Due List Report on-screen.
6 Perform one of the following actions:
   - Review the Due List Report, and then click **CANCEL** to return to the patient's VDL.
   - Click **PRINT** to display the Printer dialog box. Proceed to step #7.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

7 Select a printer from the drop-down list box that you want to use for outputting the Due List Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report (cont.)

To View/Print a Due List Report: (cont.)

8 Note the task number for your print job, and then click **OK** to return to the Patient Due List dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

9 Retrieve the Due List Report from your printer. An example of each report type is provided in this section.

Example: Due List Report By Patient

```
Patient Due List                                                                          _ □ X
|
=====================================================================================================
MEDICATION DUE LIST for MAR 28, 2002  0800-1200                              Run Date: MAR 28, 2002@08:28
Order Type(s): Unit Dose  -- Continuous                                                      Page: 1

Patient:  MONTANA,(UTAH)JOHNNY          SSN:      500-60-1000        DOB:   JAN 1,1949 (53)
Sex:      MALE                          Ht/Wt:    182cm/83kg         Ward:  BCMA Rm 404-2
Dx:       COPD                          Last Mvmt: NOV 27,2000@11:31:05  Type:  ADMISSION

Reactions:  STRAWBERRIES
=====================================================================================================
Self                                                        Last       Start    Stop     Verifying
Med   Sched   Medication           Dose              Route  Given      Date     Date     Rph/Rn
                                                                        @Time    @Time
-----------------------------------------------------------------------------------------------------
      UD-C    INSULIN INJ          Give: SLIDING SCALE  Q4H   IM    03/25/02@1236  3/25/02  7/3/02   CJ/***
                                                                        @12:34   @24:00
              *INSULIN LENTE U-100 INJ (961)    Admin Times: 0900
              Spec Inst: !QTY DEPENDANT ON
              BLOOD SUGAR LEVELS
-----------------------------------------------------------------------------------------------------
      UD-C    INSULIN NPH (HUMAN) INJ  Give: 100UNT/1ML  Q4H   SC    03/25/02@1632  3/21/02  6/29/02  CJ/***
                                                                        @12:48   @24:00
              *INSULIN NPH (HUMULIN) U-100 10ML
              (5177)                            Admin Times: 0900
              Spec Inst: !SLIDING SCALE ORDER
-----------------------------------------------------------------------------------------------------
      UD-C    NITROGLYCERIN PATCH      Give: 10MG/24 HOURS  QD  TOP   03/25/02@1613  3/14/02  6/22/02  AA/***
                                                                        @06:04   @24:00
              *NITROGLYCERIN PATCHES 10MG/24HR
              (2313)                            Admin Times: 0900
              Spec Inst: !Apply patch at 9am
              and remove patch at 9pm daily.
-----------------------------------------------------------------------------------------------------
      UD-C    VINCRISTINE INJ          Give: 1MG  QD         IVP                 1/25/02  5/5/02   PP/DD
                                                                        @07:45   @24:00
              *VINCRISTINE 1MG INJ (1625)       Admin Times: 1200
              Spec Inst: !FOR 4 DAYS ONLY
-----------------------------------------------------------------------------------------------------
=====================================================================================================
MONTANA,(UTAH)JOHNNY                    500-60-1000               Ward: BCMA  Room-Bed: 404-2



                                                               [ Print ]   [ Cancel ]
```

Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report (cont.)

This section provides an example of a Due List Report by Ward/Patient.

Example: Due List Report By Ward/Patient

```
Patient Due List                                                                                                    _ □ ×
===================================================================================================================
MEDICATION DUE LIST for MAR 18, 2002  0900-0900                                          Run Date: MAR 28, 2002@15:31
Order Type(s): Ward: BCMA  Room-Bed: 401-3& Unit Dose  -- Continuous                                        Page: 1

Patient:  KENTUCKY,KENNETH              SSN:     500-60-1016          DOB:    JAN 1,1949 (53)
Sex:      MALE                          Ht/Wt:   182cm/83kg           Ward:   BCMA Rm 420-3
Dx:       COPD                          Last Mvmt: NOV 27,2000@11:26:18   Type:   ADMISSION

Reactions:  STRAWBERRIES
===================================================================================================================
Self                                                                Last          Start    Stop     Verifying
Med   Sched   Medication                    Dose                    Route  Given  Date     Date     Rph/Rn
                                                                                   @Time    @Time
-------------------------------------------------------------------------------------------------------------------

          ** NO SPECIFIED MEDICATIONS TO PRINT **

===================================================================================================================
KENTUCKY,KENNETH                                        500-60-1016                          Ward: BCMA  Room-Bed: 420-3

===================================================================================================================
MEDICATION DUE LIST for MAR 18, 2002  0900-0900                                          Run Date: MAR 28, 2002@15:31
Order Type(s): Ward: BCMA  Room-Bed: 420-3& Unit Dose  -- Continuous                                        Page: 1

Patient:  MAINE,JOE                     SSN:     500-60-1075          DOB:    JAN 1,1949 (53)
Sex:      MALE                          Ht/Wt:   182cm/83kg           Ward:   BCMA Rm 420-1
Dx:       COPD                          Last Mvmt: NOV 27,2000@11:27:53   Type:   ADMISSION

Reactions:  STRAWBERRIES, CAPTOPRIL
===================================================================================================================
Self                                                                Last          Start    Stop     Verifying
Med   Sched   Medication                    Dose                    Route  Given  Date     Date     Rph/Rn
                                                                                   @Time    @Time
-------------------------------------------------------------------------------------------------------------------
      UD-C    ALBUTEROL SOLN,INHL           Give: 3ML  Q4H          INHL   02/20/02@1510 3/8/02   6/16/02  CT/***
                                                                                   @14:07   @24:00
              *ALBUTEROL 0.083% INHL SOLUTION
               3ML EA. (5322)               Admin Times: 0900
              Spec Inst: BEGIN TODAY
-------------------------------------------------------------------------------------------------------------------
      UD-C    ARTIFICIAL TEARS SOLN,OPH     Give: 2 DROPS  Q2H      OU            3/8/02   6/16/02  CT/***
                                                                                   @14:07   @24:00
              *ARTIFICIAL TEARS /ML (798)   Admin Times: 0900

                                                                                      [Print]  [Cancel]
```
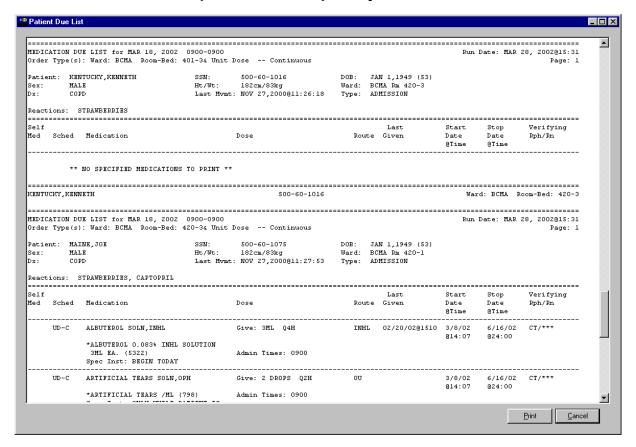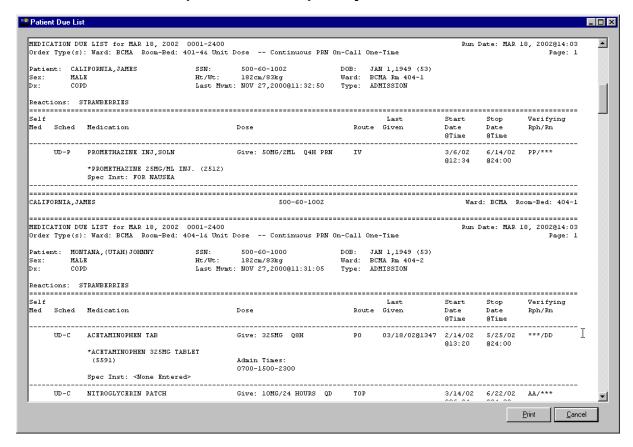
Viewing and Printing BCMA Reports

Viewing/Printing a Due List Report (cont.)

This section provides an example of a Due List Report by Ward/Room-Bed.

Example: Due List Report By Ward/Room-Bed

```
Patient Due List                                                                                    _ □ X

MEDICATION DUE LIST for MAR 18, 2002  0001-2400                              Run Date: MAR 18, 2002@14:03
Order Type(s): Ward: BCMA  Room-Bed: 401-4& Unit Dose  -- Continuous PRN On-Call One-Time      Page: 1

Patient:  CALIFORNIA,JAMES          SSN:      500-60-1002          DOB:   JAN 1,1949 (53)
Sex:      MALE                      Ht/Wt:    182cm/83kg           Ward:  BCMA Rm 404-1
Dx:       COPD                      Last Mvmt: NOV 27,2000@11:32:50  Type:  ADMISSION

Reactions:  STRAWBERRIES
==================================================================================================
Self                                                           Last      Start    Stop    Verifying
Med   Sched   Medication              Dose              Route  Given     Date     Date    Rph/Rn
                                                                         @Time    @Time
--------------------------------------------------------------------------------------------------
      UD-P    PROMETHAZINE INJ,SOLN   Give: 50MG/2ML  Q4H PRN  IV        3/6/02   6/14/02  PP/***
                                                                         @12:34   @24:00
              *PROMETHAZINE 25MG/ML INJ. (2512)
              Spec Inst: FOR NAUSEA
--------------------------------------------------------------------------------------------------
==================================================================================================
CALIFORNIA,JAMES                                   500-60-1002                 Ward: BCMA  Room-Bed: 404-1

==================================================================================================
MEDICATION DUE LIST for MAR 18, 2002  0001-2400                              Run Date: MAR 18, 2002@14:03
Order Type(s): Ward: BCMA  Room-Bed: 404-1& Unit Dose  -- Continuous PRN On-Call One-Time      Page: 1

Patient:  MONTANA,(UTAH)JOHNNY       SSN:      500-60-1000          DOB:   JAN 1,1949 (53)
Sex:      MALE                       Ht/Wt:    182cm/83kg           Ward:  BCMA Rm 404-2
Dx:       COPD                       Last Mvmt: NOV 27,2000@11:31:05  Type:  ADMISSION

Reactions:  STRAWBERRIES
==================================================================================================
Self                                                           Last        Start    Stop    Verifying
Med   Sched   Medication              Dose              Route  Given       Date     Date    Rph/Rn
                                                                           @Time    @Time
--------------------------------------------------------------------------------------------------
      UD-C    ACETAMINOPHEN TAB       Give: 325MG  Q8H  PO     03/18/02@1347  2/14/02  5/25/02  ***/DD
                                                                           @13:20   @24:00
              *ACETAMINOPHEN 325MG TABLET
              (5591)                   Admin Times:
                                       0700-1500-2300
              Spec Inst: <None Entered>
--------------------------------------------------------------------------------------------------
      UD-C    NITROGLYCERIN PATCH     Give: 10MG/24 HOURS  QD  TOP        3/14/02  6/22/02  AA/***

                                                                    [ Print ]  [ Cancel ]
```

Viewing and Printing BCMA Reports

Viewing/Printing a Medication Log Report

You can now print (and still view on-screen) a patient's Medication Log Report (or Med Log Report), listing *every* action taken on a medication order within a specified 24-hour period. You can choose to include Comments and Audits performed on the patient's medication orders. Audits include "actions" taken on a medication.

The Medication Log Report also includes patient demographic data, allergy and ADR information, plus detailed information about the order, such as the drug/additive/solution; the orderable item dose, schedule, route, and injection site; Action date and time; Activity Start/Stop date and time; Unique Identifier Number for the bag; Unit ordered and given, and the clinician(s) who took an action on the medication.

Note: The Medication Log Report lists medications with a "Not Given" status in the Audit Trail section of the Log, *not* on the VDL. Administrations that were Cancelled are *not* listed on the Report.

To View/Print a Medication Log Report:

1 Select the Medication Log command from the Reports menu. The Patient Medication Log dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **L** to display the Patient Medication Log dialog box.

Example: Patient Medication Log Dialog Box

Viewing and Printing BCMA Reports

Viewing/Printing a Medication Log Report (cont.)

TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.
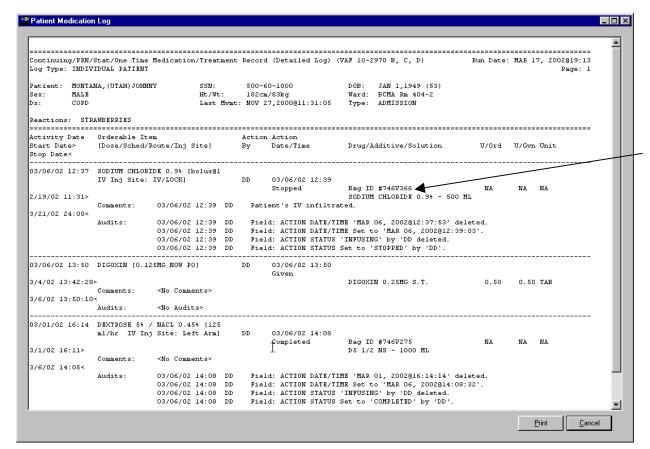
TIP:

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

To View/Print a Medication Log Report: (cont.)

2   Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times of the Medication Log Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

3   In the Include area, click inside a check box to include your selection on the Medication Log Report.

Keyboard Only Users: Press **SPACEBAR** to select (check) a check box.

4   In the Print by area, click inside a Radio button to print the Medication Log Report by Patient or by Ward.

Note: If you choose to print the Medication Log Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

5   Click **OK** to display the Medication Log Report on-screen.
6   Perform one of the following actions:
   • Review the Medication Log Report, and then click **CANCEL** to return to the patient's VDL.
   • Click **PRINT** to display the Printer dialog box. Proceed to step #7.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

7   Select a printer from the drop-down list box that you want to use for outputting the Medication Log Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

Viewing and Printing BCMA Reports

Viewing/Printing a Medication Log Report (cont.)

To View/Print a Medication Log Report: (cont.)

8 Note the task number for your print job, and then click **OK** to return to the Patient Medication Log dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

9 Retrieve the Medication Log Report from your printer. An example is provided below.

Example: Medication Log Report By Patient

Viewing and Printing BCMA Reports

Viewing/Printing an MAH Report

TIP:

You can specify the date range (as defined for CPRS), for an MAH Report. See "Note" on this page for more information.

TIP:

Use the Med Admin Hist Button on the BCMA Tool Bar, or the Reports Tab in CPRS, to quickly display the Patient Medications Given dialog box.

You can now view on-screen *and* print an MAH Report for Unit Dose and IV medication orders. This Report lists a clinician's name and initials, and the exact time that an action was taken on an order (in a conventional MAR format). Each order is listed alphabetically by the orderable item. The date column lists three asterisks (***) if a medication was Discontinued.

An MAH Report includes patient demographic data, allergy and ADR information, plus detailed information about the order, such as the drug/additive/solution; the medication schedule, dose, route, and injection site; the actual Administration Times; the name and initials of the clinician who administered the medication; and the individuals who verified the order. It also includes information about when an order is placed on, and taken off Hold by a Provider.
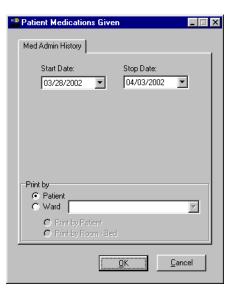
Note: If no parameter is defined in CPRS, the maximum date range defaults to a seven-date range, as in the previous version of BCMA. For example, a Report would list the Sunday proceeding, and the Saturday following, the date that you selected for the Report.

To View/Print an MAH Report:

1 Select the Medication Admin History command from the Reports menu. The Patient Medications Given dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **H** to display the Patient Medications Given dialog box.

Example: Patient Medications Given Dialog Box

Viewing and Printing BCMA Reports

Viewing/Printing an MAH Report (cont.)

TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.

To View/Print an MAH Report: (cont.)

2   Use the **DOWN ARROW**, within the list boxes, to select the Start and Stop Dates of the MAH Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Start and Stop Date list boxes displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provides selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

3   In the Print by area, click inside a Radio button to print the MAH Report by Patient or by Ward.

Note: If you choose to print the MAH Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

4   Click **OK** to display the MAH Report on-screen.
5   Perform one of the following actions:
   - Review the MAH Report, and then click **CANCEL** to return to the patient's VDL.
   - Click **PRINT** to display the Printer dialog box. Proceed to step #6.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

TIP:

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

6   Select a printer from the drop-down list box that you want to use for outputting the MAH Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

7   Note the task number for your print job, and then click **OK** to return to the Patient Medications Given dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

Viewing and Printing BCMA Reports

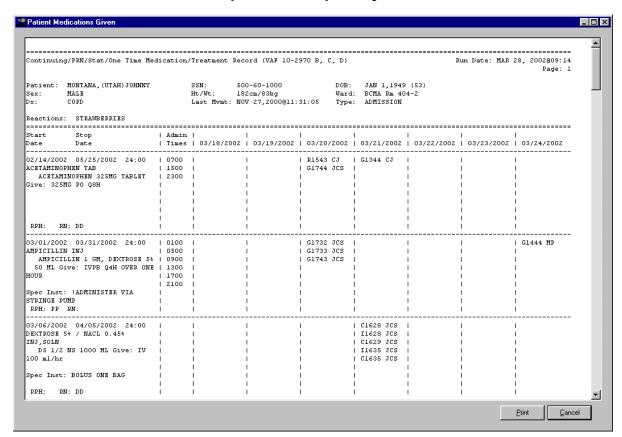## Viewing/Printing an MAH Report (cont.)

TIP:

You can print this report, after a patient has been discharged, using CHUI BCMA.

To View/Print an MAH Report: (cont.)

8 Retrieve the MAH Report from your printer. An example is provided below.

Note: If you select dates that do *not* have applicable data, the MAH Report will appear "empty" when displayed on-screen or printed.

Example: MAH Report By Patient

Viewing and Printing BCMA Reports

Viewing/Printing a Missed Medications Report

TIP:

Medications placed on "Hold" in CPRS or Inpatient Medications V. 5.0, appear on the Missed Medications Report with the word "Hold" in parentheses to the right of them.

BCMA V. 2.0 lets you now print a Missed Medications Report (or Missed Meds Report), for Continuous and One-Time Unit Dose and IV Piggyback medications that were *not* administered to a patient during a Med Pass.

A Missed Medications Report includes patient demographic data, allergy and ADR information, plus detailed information about the order, such as the medication type; the administration date and time; and the order number.

Note: Self-medications no longer display on the Missed Medications Report.

To View/Print a Missed Medications Report:

1   Select the Missed Medications command from the Reports menu. The Patient Missed Medications dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **M** to display the Patient Missed Medications dialog box.

Example: Patient Missed Medications Dialog Box

Viewing and Printing BCMA Reports

Viewing/Printing a Missed Medications Report (cont.)

To View/Print a Missed Medications Report: (cont.)

2   Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times for the Missed Medications Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provide selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

3   In the Print by area, click inside a Radio button to print the Missed Medications Report by Patient or by Ward.

Note: If you choose to print the Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

4   Click **OK** to display the Missed Medications Report on-screen.
5   Perform one of the following actions:
   • Review the Missed Medications Report, and then click **CANCEL** to return to the patient's VDL.
   • Click **PRINT** to display the Printer dialog box. Proceed to step #6.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

6   Select a printer from the drop-down list box that you want to use for outputting the Missed Medications Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

7   Note the task number for your print job, and then click **OK** to return to the Patient Missed Medications dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

Viewing and Printing BCMA Reports

Viewing/Printing a Missed Medications Report (cont.)

To View/Print a Missed Medications Report: (cont.)

8 Retrieve the Missed Medications Report from your printer. An example is provided below.

Note: The column "Order Num" on the Missed Medications Report lists the actual order number of the medication from Inpatient Medications V. 5.0. This information is quite helpful when troubleshooting problems with BCMA.

Example: Missed Medications Report By Patient

```
Patient Missed Medications                                                                    _ □ x

==========================================================================================================
MISSED MEDICATIONS  from May 21, 2002@12:00 thru May 21, 2002@20:00          Run Date: MAY 21, 2002@09:18
                                                                                              Page: 1

Patient: MAINE,JOE              SSN:      500-60-1075       DOB:    JAN 1,1949 (53)
Sex:     MALE                   Ht/Wt:    182cm/83kg        Ward:   BCMA Rm 420-1
Dx:      COPD                   Last Mvmt: NOV 27,2000@11:27:53  Type:  ADMISSION

Reactions:  STRAWBERRIES, CAPTOPRIL
==========================================================================================================
Order Num    Administration Date/Time  Medication
----------------------------------------------------------------------------------------------------------

120UD        May 21, 2002@12:30        FUROSEMIDE TAB

131UD        May 21, 2002@13:00        DACARBAZINE INJ
117UD        May 21, 2002@13:00        DIGOXIN TAB
133UD        May 21, 2002@13:00        FENOPROFEN CAP,ORAL

120UD        May 21, 2002@15:00        FUROSEMIDE TAB

122UD        May 21, 2002@16:30        INSULIN NPH (HUMAN) INJ

120IV        May 21, 2002@17:00        CEFAZOLIN INJ
123UD        May 21, 2002@17:00        IPRATROPIUM INHALANT

120UD        May 21, 2002@17:30        FUROSEMIDE TAB

120UD        May 21, 2002@20:00        FUROSEMIDE TAB

99UD         *** ONE-TIME ***          LORAZEPAM INJ
Start Date/Time: 3/21/02 08:24:37
Stop Date/Time:  6/29/02 08:24:37

100UD        *** ONE-TIME ***          SODIUM BIPHOSPHATE/SODIUM PHOSPHATE ENEMA
Start Date/Time: 3/8/02 14:07:08
Stop Date/Time:  6/16/02 14:07:08

==========================================================================================================
MAINE,JOE                               500-60-1075                    Ward: BCMA  Room-Bed: 420-1

                                                                       [ Print ]    [ Cancel ]
```

Viewing and Printing BCMA Reports

Viewing/Printing a PRN Effectiveness List Report

Now you can view (and print) a PRN Effectiveness List Report using BCMA V. 2.0. This Report lists PRN medications administered to a patient that need Effectiveness comments. It also includes patient demographic data, allergy and ADR information; plus the PRN medication, administration date and time; and the individual(s) who administered the order.

To View/Print a PRN Effectiveness Report:

1 Select the PRN Effectiveness List command from the Reports menu. The PRN Effectiveness List dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **P** to display the PRN Effectiveness List dialog box.

Example: PRN Effectiveness List Dialog Box

Viewing and Printing BCMA Reports

Viewing/Printing a PRN Effectiveness List Report (cont.)

TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.

TIP:

See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

To View/Print a PRN Effectiveness List Report: (cont.)

2   Use the **DOWN ARROW**, within the list boxes, to select the Date, and Start and Stop Times for the PRN Effectiveness List Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar. Clicking inside the Start/Stop Time list boxes provide selections.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

3   In the Print by area, click inside a Radio button to print the PRN Effectiveness List Report by Patient or by Ward.

Note: If you choose to print the Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information alphabetically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

4   Click **OK** to display the PRN Effectiveness List Report on-screen.
5   Perform one of the following actions:
   • Review the PRN Effectiveness List Report, and then click **CANCEL** to return to the patient's VDL.
   • Click **PRINT** to display the Printer dialog box. Proceed to step #6.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

6   Select a printer from the drop-down list box that you want to use for outputting the PRN Effectiveness List Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

7   Note the task number for your print job, and then click **OK** to return to the PRN Effectiveness List dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

Viewing and Printing BCMA Reports

Viewing/Printing a PRN Effectiveness List Report (cont.)

To View/Print a PRN Effectiveness List Report: (cont.)

8 Retrieve the PRN Effectiveness List Report from your printer. An example is provided below.

Example: PRN Effectiveness List Report By Patient

```
PRN Effectiveness List                                                                              _ □ ×
==================================================================================================================
PRN EFFECTIVENESS LIST from Mar 27, 2002@00:01 thru Mar 27, 2002@24:00              Run Date: MAR 28, 2002@09:26
                                                                                                  Page: 1

Patient:  MONTANA,(UTAH)JOHNNY          SSN:     500-60-1000        DOB:   JAN 1,1949 (53)
Sex:      MALE                          Ht/Wt:   182cm/83kg         Ward:  BCMA Rm 404-2
Dx:       COPD                          Last Mvmt: NOV 27,2000@11:31:05   Type:  ADMISSION

Reactions:  STRAWBERRIES
==================================================================================================================
Administration Date/Time      Medication                           Administered By
------------------------------------------------------------------------------------------------------------------

MAR 27, 2002@10:30:04         ACETAMINOPHEN                        JOHNSON,CONNIE
     PRN Reason: FEVER
==================================================================================================================
MONTANA,(UTAH)JOHNNY                                  500-60-1000                    Ward: BCMA  Room-Bed: 404-2




                                                                                  Print      Cancel
```

Viewing and Printing BCMA Reports

Viewing/Printing an Administration Times Report

You can now print, *and* still view on-screen, an Administration Times Report. This report lists a patient's medications by the scheduled administration time (from the earliest to the latest).

The Administration Times Report includes patient demographic data, allergy and ADR information, plus detailed information about the order, such as the medication type, dose, and route; and the administration time.

Note: Self-medications no longer display on the Administration Times Report.

To View/Print an Administration Times Report:

1 Select the Administration Times command from the Reports menu. The Patient Ward Administration Times dialog box displays.

Keyboard Only Users: Press **ALT+R** to display the Reports menu, and then press **A** to display the Patient Ward Administration Times dialog box.

Example: Patient Ward Administration Times Dialog Box

Viewing and Printing BCMA Reports

Viewing/Printing an Administration Times Report (cont.)

TIP:

You can type the information in the list boxes, or use the drop-down arrows to make your selection.

TIP:
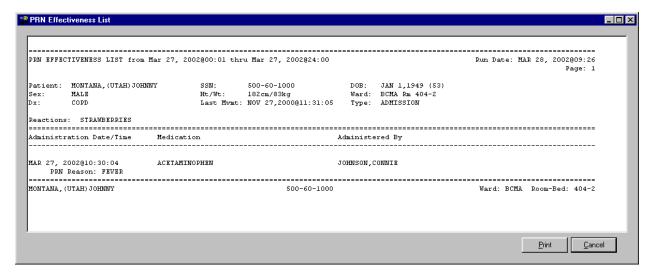
See the section "Viewing/Printing a Due List Report" to see how a Ward Report by Room-Bed looks when printed.

To View/Print an Administration Times Report: (cont.)

2   Use the **DOWN ARROW**, within the list box, to select the date of the Administration Times Report that you want to view on-screen or print.

Note: Clicking on the **DOWN ARROW** on the Date for Report list box displays a calendar. You can use the scroll arrows in the upper corners of the calendar to display a different month, and then click on a date to select it and close the calendar.

Keyboard Only Users: Use **TAB** to move among the different areas of the dialog box.

3   In the Print by area, click inside a Radio button to print the Administration Times Report by Patient or by Ward.

Note: If you choose to print the Administration Times Report by Ward/Room-Bed, make your selection from the list box provided. This Report lists information chronologically by patient.

Keyboard Only Users: Use the **DOWN ARROW** to select the Ward Radio button, and a ward location from the drop-down list box.

4   Click **OK** to display the Administration Times Report on-screen.
5   Perform one of the following actions:
   • Review the Administration Times Report, and then click **CANCEL** to return to the patient's VDL.
   • Click **PRINT** to display the Printer dialog box. Proceed to step #6.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

6   Select a printer from the drop-down list box that you want to use for outputting the Administration Times Report. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

7   Note the task number for your print job, and then click **OK** to return to the Patient Ward Administration Times dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

Viewing and Printing BCMA Reports

Viewing/Printing an Administration Times Report (cont.)

To View/Print an Administration Times Report: (cont.)

8 Retrieve the Administration Times Report from your printer. An example is provided below.

Example: Administration Times Report By Patient

```
Patient Ward Administration Times                                                                    _ □ ×
==========================================================================================================
PATIENT ADMINISTRATION TIMES                                                    Run Date: MAR 28, 2002@09:28
ADMINISTRATION DATE: MAR 18, 2002                                                               Page: 1

Patient:  MONTANA,(UTAH)JOHNNY         SSN:       500-60-1000         DOB:    JAN 1,1949 (53)
Sex:      MALE                         Ht/Wt:     182cm/83kg          Ward:   BCMA Rm 404-2
Dx:       COPD                         Last Mvmt: NOV 27,2000@11:31:05 Type:  ADMISSION

Reactions:  STRAWBERRIES
==========================================================================================================
Time      Self Med  Medication                    Dose/Route
----------------------------------------------------------------------------------------------------------

1:00a               AMPICILLIN INJ                Dosage:    Route: IVPB  OVER ONE HOUR

3:51a               SODIUM CHLORIDE 0.9% INJ      Dosage:    Route: IV  125 ml/hr

4:50a               POTASSIUM CHLORIDE INJ,SOLN   Dosage:    Route: IV  150 ml/hr

5:00a               AMPICILLIN INJ                Dosage:    Route: IVPB  OVER ONE HOUR

6:05a               DEXTROSE 5% / NACL 0.45% INJ,SOLN Dosage:  Route: IV  100 ml/hr

7:00a               ACETAMINOPHEN TAB             Dosage: 325MG  Route: PO

7:51a               SODIUM CHLORIDE 0.9% INJ      Dosage:    Route: IV  125 ml/hr

9:00a               AMPICILLIN INJ                Dosage:    Route: IVPB  OVER ONE HOUR
9:00a               NITROGLYCERIN PATCH           Dosage: 10MG/24 HOURS  Route: TOP

11:30a              POTASSIUM CHLORIDE INJ,SOLN   Dosage:    Route: IV  150 ml/hr

11:51a              SODIUM CHLORIDE 0.9% INJ      Dosage:    Route: IV  125 ml/hr

12:00n              VINCRISTINE INJ               Dosage: 1MG  Route: IVP

1:00p               AMPICILLIN INJ                Dosage:    Route: IVPB  OVER ONE HOUR

3:00p               ACETAMINOPHEN TAB             Dosage: 325MG  Route: PO

3:51p               SODIUM CHLORIDE 0.9% INJ      Dosage:    Route: IV  125 ml/hr

4:05p               DEXTROSE 5% / NACL 0.45% INJ,SOLN Dosage:  Route: IV  100 ml/hr

                                                                          [Print]   [Cancel]
```

Viewing and Printing BCMA Reports

Viewing/Printing a Medication History Report

BCMA now provides two ways to access a patient's Medication History Report (or Med History Report). They include the Med History command in the Due List menu *and* in the Right Click drop-down menu.
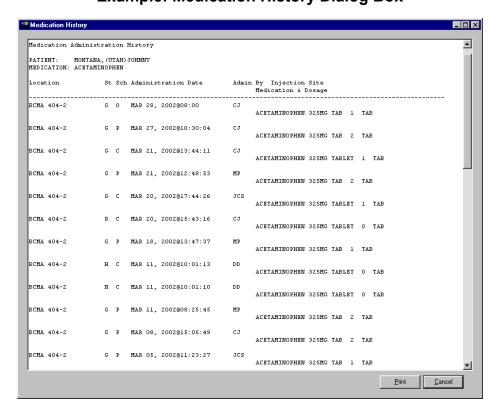
This Report lists the administration date and time, and orderable item of a medication highlighted on the VDL. It also includes the medication status, schedule type, and dose; room location; and initials of the clinician who administered the medication.

Note: A Medication History Report is called an "Administration History Report" in CPRS. You can access it by selecting the Meds Tab in CPRS, and then right clicking on a medication.

To View/Print a Medication History Report:

1   Select the Med History command from the Due List menu. The Medication History dialog box displays.

Keyboard Only Users: Press **ALT**+**D** to display the Due List menu, and then press **E** to display the Medication History dialog box.

TIP:

Right click on a medication displayed on the VDL, and then select the Med History command in the Right Click drop-down menu to display the Medication History dialog box.

Example: Medication History Dialog Box


```
Medication History

Medication Administration History

PATIENT:    MONTANA,(UTAH)JOHNNY
MEDICATION: ACETAMINOPHEN

Location          St Sch Administration Date      Admin By  Injection Site
                                                            Medication & Dosage
-------------------------------------------------------------------------------------
BCMA 404-2        G  O   MAR 28, 2002@08:00        CJ
                                                            ACETAMINOPHEN 325MG TAB  1  TAB

BCMA 404-2        G  P   MAR 27, 2002@10:30:04     CJ
                                                            ACETAMINOPHEN 325MG TAB  2  TAB

BCMA 404-2        G  C   MAR 21, 2002@13:44:11     CJ
                                                            ACETAMINOPHEN 325MG TABLET  1  TAB

BCMA 404-2        G  P   MAR 21, 2002@12:48:53     MP
                                                            ACETAMINOPHEN 325MG TAB  2  TAB

BCMA 404-2        G  C   MAR 20, 2002@17:44:26     JCS
                                                            ACETAMINOPHEN 325MG TABLET  1  TAB

BCMA 404-2        R  C   MAR 20, 2002@15:43:16     CJ
                                                            ACETAMINOPHEN 325MG TABLET  0  TAB

BCMA 404-2        G  P   MAR 18, 2002@13:47:37     MP
                                                            ACETAMINOPHEN 325MG TAB  1  TAB

BCMA 404-2        H  C   MAR 11, 2002@10:01:13     DD
                                                            ACETAMINOPHEN 325MG TABLET  0  TAB

BCMA 404-2        H  C   MAR 11, 2002@10:01:10     DD
                                                            ACETAMINOPHEN 325MG TABLET  0  TAB

BCMA 404-2        G  P   MAR 11, 2002@08:25:45     MP
                                                            ACETAMINOPHEN 325MG TAB  2  TAB

BCMA 404-2        G  P   MAR 08, 2002@15:05:49     CJ
                                                            ACETAMINOPHEN 325MG TAB  2  TAB

BCMA 404-2        G  P   MAR 05, 2002@11:23:27     JCS
                                                            ACETAMINOPHEN 325MG TAB  1  TAB

                                                      Print    Cancel
```

Viewing and Printing BCMA Reports

Viewing/Printing a Medication History Report (cont.)

To View/Print a Medication History Report: (cont.)

2   Perform one of the following actions:
   - Review the patient's Medication History Report, and then click **CANCEL** to return to the patient's VDL.
   - Click **PRINT** to display the Printer dialog box. Proceed to step #3.

Keyboard Only Users: Use **TAB** to move among the **PRINT** and **CANCEL** buttons.

3   Select a printer from the drop-down list box that you want to use for outputting the Medication History Report for the medication highlighted on the VDL. Then click **OK**. An Information message displays.

Note: The printer that you select becomes the "default" printer for *all* reports printed from BCMA.

4   Note the task number for your print job, and then click **OK** to return to the Medication History dialog box. At the dialog box, click **CANCEL** to return to the patient's VDL.

5   Retrieve the Medication History Report from your printer.